

Districtwide Career Services & Job Placement Workgroup February 8, 2023 – Action Items & Meeting Highlights

Action Items

- **Each College to ensure at least one representative attends each workgroup meeting**
 - Recommended to ensure that both an instructional and a student services representative attend regularly
 - Each college to identify a Student Services lead and an Instructional lead
- **Expand workgroup participation per approved role representation**
 - Each college to identify additional individuals to attend future workgroup meetings.
 - Each college to consider engaging the following roles:
 - WBL lead(s)
 - Job Placement Lead(s)
 - Employer Relations Liaison
 - Career Counselor(s)
 - Career Service staff
 - Handshake lead(s)
 - CTE lead(s)
 - Career Ambassador(s)
 - Send names to Amertah and/or forward calendar invites. Currently only leads are included on calendar invites.
 - Next meeting is March 8th.
- **Update Workgroup summary**
 - CEWD will update document based on feedback received during the 2/8 meeting and distribute for additional edits
 - Make equity goals more explicit
 - Prioritize goals of increasing employment outcomes
 - Include norms/expectations/commitments
 - Integrate discussion points into summary to help guide context setting, districtwide commitments, and future agenda development

Meeting Highlights

Meeting Participation:

- City: Juan Carlos Reyna and Sasha Knox
- Mesa: Alex Berry and Olivia Picolla
- Miramar: Claudia Estrada Howell and Mona Patel
- Continuing Education: absent
- District: Career Education & Workforce Development (CEWD), Disability Support Programs & Services (DSPS), Office of Institutional Effectiveness and Research (OEIR)

Meeting Materials: [Agenda](#) and [Draft Workgroup Overview](#)

Discussion / Requests made to:

- Establish norms and articulate expectations
- Recognize that each college is in a different and unique place regarding career services coordination, support, structure, and integration
- Explore ties to guided pathways initiatives
- Provide support and coordination for regional pathway navigation efforts and future funding opportunities – newest RFA to be released soon will focus on career services
- Recommend districtwide commitment to NACE standards for career services
 - Explore District membership to NACE
 - NACE standards will be part of upcoming regional RFA (requirement)
- Support and encourage cross college communication and partnership for not only districtwide general career events, but also for subject/discipline/occupational specific events - Example: Miramar's child development faculty interested in holding a child development career fair; important to engage all four colleges – all four colleges have child development programs and students; how can we make it easier for practitioners to work across colleges to provide occupational specific career support opportunities to all students? What is missing and what is needed?
- Prioritize the sharing of “the good, the bad, and the ugly” of where each college is at with career services and related initiatives – create space for open, honest conversations about current state of affairs, needs, goals, challenges, etc.
- Address both technical and adaptive change needs
- Create space for lessons learned – how can we improve districtwide efforts and learn from past challenges faced?
- Strengthen everyone's understanding of where each college is at – unique structures and challenges
- Provide space for colleges to share promising practices and infrastructure – examples: position descriptions, funding models, staffing/reporting models, communication models, strategic plans
- Help create space to learn, and learn quickly, from each other's initiatives, sync up for efficiencies (where appropriate), and provide support where needed
- Help identify on ramps for key partners (DSPS, faculty, etc.) – how can we help increase transparency of efforts, roles, etc. so that others can “see” them and understand how to engage in meaningful ways
- Increase clarity of not just what each role within the Career Services umbrella does but also the overall added value of what this work, these efforts, these roles actually provide to students and the institution overall
- Emphasize the importance of prioritizing integration of career services throughout an institution's student and instructional initiatives, basic needs, etc.
- Identify advocacy needs and summarize across colleges

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Appreciation expressed for this new workgroup and for creating one space to address career services and job placement initiatives and needs